

occasional correspondence with such figures as Sir Henry Parkes, J. E. Fitzgerald and Count Strzelecki will be precisely shown.

It is not to be pretended that the value of Gladstone's papers for Australian and Pacific material has only just been discovered. Their wealth was indicated even before the collection was deposited in the British Museum, in, for example, the work of Paul Knaplund, whose *Gladstone and Britain's Imperial Policy* was published in 1927.

It must be emphasised all along, however, that balance and consistency of description cannot be expected within such Guides as the three here concerned. So much depends on the nature of the different repositories' holdings, and the existing descriptions of them. In many cases costs will not justify a detailed description, and a first indication of likely usefulness is ample and as far as is warranted. The Australian Guide will undoubtedly be of great value to scholars in the Antipodes.

THE NEW SOUTH WALES STATE ARCHIVES: A NOTE ON CITATION FROM THE FILES OF THE CHIEF SECRETARY

BY BRIAN DICKEY

of the Research School of the Social Sciences,
Australian National University

Recently A. J. Hutchins and B. Stuckey published an interesting and able paper on 'The Development of registration and record-keeping systems in New South Wales Government Departments, 1788-1910,' in volume II of the papers of the 13th Biennial Conference of the Library Association of Australia. The paper discusses the confused, conservative techniques adopted by the government officials in controlling their records. It was an era of copying clerks, quills then pens, large leather index volumes (curse their decayed dustiness!), and pigeon holes. Registration systems varied from office to office. For example, in the mid-1820s in the Colonial Secretary's Office an annual running number was given to letters received. From 1850 the Colonial Secretary's inward correspondence was filed primarily by registration number; before this, ordinary correspondence had been filed by subject or provenance. Connections of related papers were noted in the registers from the inception of the system in 1826. Special bundles, (as distinct from the ordinary 'subject-provenance' groups for each year) had been set aside from 1826, and this practice was continued after 1850. The registers, however, do not indicate papers placed in special bundles.

The important *List of Series Titles in the Archives Office of N.S.W.*, published by the Archives Authority in 1965, lists its holdings and is a stimulus to work on them. In it, as one would expect, the largest single group of items appears under the heading of the Colonial Secretary. The special bundles are listed in an appendix to the *List*. All now have shelf location numbers. It is an important collection, as several historians have already shown.

It is to be emphasised that with a few exceptions of estrays from the records which are located elsewhere, these government documents are now in the custody of the Archives Authority of New South Wales in the Archives

Department of the Public Library of New South Wales, which were the predecessors of the Archives Office as 'de facto' custodians of the State Archives. The records, therefore, should be acknowledged as being in the Archives Office of New South Wales, although the normal point of access for the reader is the Mitchell Library Reading Room.

It is essential that the form of citation used by scholars when referring to any of the State archives of New South Wales be such that others can identify and locate the material readily. Notably, these extensive holdings of the Colonial Secretary of N.S.W. deserve consistent reference. If possible, citations should be brief, but never at the expense of a complete and accurate description of the document being referred to, including the record group and series from which it comes, and its location. The Colonial Secretary's Letters Received before 1826 for the most part have been bound and should be cited by shelf location of volume and page within the volume (and of course by writer and date of letter). For the comparatively few letters within this period which are not bound, citation should be by file title assigned by the Archives Office, and shelf location. After 1826 citation should always include, as well as author, recipient and date, the registration number of the document, and also the 'top' number of the paper with which it has been placed, as well as the shelf location of the file. To neglect to give the registration number of the top paper could condemn a scholar to hours of laborious searching through the registers.

It is already apparent that the usage that I am proposing is focussed on the Colonial Secretary's Inwards Correspondence, 1826-1934. It may be that the suggestions made here can be applied, with the help of the *List*, to the citation of the papers of other departments.

With reference to this series, I suggest the abbreviation already used by several scholars to identify it, C.S.I.L. (Colonial Secretary's in-letters), be adopted by all, and that the additional abbreviation C.S.I.L. S.B. refer to the subsidiary series of over 1100 special bundles. In listing the abbreviation C.S.I.L., or with its first use, it would be appropriate to note that such documents are from the New South Wales State archives, from whom also is permission to reproduce and quote to be gained. Here are some examples:

1. Documents filed in the annual series:

Inspector General of Metropolitan Hospitals and Charities to Chief Secretary's Office, 14 September 1911, C.S.I.L. 11/5992.

2. In a complicated file where enclosing and top papers need to be cited:

Chief Medical Officer to Chief Secretary's Office, 22 September 1910, 10/14325 with 10/14329 in C.S.I.L. S.B. 5260.

3. Documents to be found in special bundles:

Inspector General of Metropolitan Hospitals and Charities to Chief Secretary, 19 September 1911, C.S.I.L. S.B. 'Extensions to Prince Alfred Hospital and Financial Subsidies, 1899-1913.' (5260)

4. Further citations from the same special bundle:

Secretary, Prince Alfred Hospital, to Chief Secretary, 24 July 1911, 11/21701 in C.S.I.L. S.B. 5260.

While admitting that citations are a matter of convention and convenience, it is time that misleading, incomplete or inaccurate citations to this important series ceased. As the Archives' lists grow, it will be possible to settle on similar regularised conventions for other series.